

ROUTING AND RECORD SHEET

Approved For Release 2004/12/22 : CIA-RDP81M00980R001400020027-6

SUBJECT: (Optional)

PROGRAM ON CREATIVE MANAGEMENT, 19-24 JUNE 1978

FROM:

EXTENSION

NO.

Administrative Officer, DCI

DATE

7 April 1978

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. OLC

AHO:

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Please note the attached announcement for nominations for the fifth offering of the Program on Creative Management. Since the "E" Career Service (DCI Area) is allowed only one space for this course, it may be necessary for the Career Board to designate the principal and alternate to attend. Therefore please submit nominations, if any, to AO/DCI no later than 13 April 1978.

MEMORANDUM FOR: Senior Training Officer, O/DCI

STAT FROM: [REDACTED]

Acting Deputy Director for Functional Training

SUBJECT: Program on Creative Management,
19-24 June 1978

1. The Office of Training will present the fifth offering of the Program on Creative Management during the week of 19-24 June 1978.

2. The program is limited to 12 middle-level managers (GS-13 thru GS-15) with high potential for advancement. It is designed especially for branch chiefs and staff officers who have supervisory responsibility. Participants must have had at least one year of supervisory or managerial experience.

3. The quota of participants for your Directorate is one. Selections should include the one principal and one alternate. It is anticipated that the alternate will be a principal for the next running of the program in September 1978 if he/she does not attend the June program. We would appreciate having the selections made and notification given to the Office of Training by Friday, 21 April 1978. The notification should include a biographic profile and state whether the proposed participant is carried on the Personnel Development Plan.

4. The selected participant and alternate will be asked to attend a pre-course briefing session on or about 9 May, at which time they will also receive a packet of materials including questionnaires to be completed prior to the course. The alternate will be processed through all of the pre-course work and briefing, as this material will be used for the September running should he/she not attend the June session. It is necessary to proceed in this fashion due to the fact that occasionally participants must cancel at the last minute, and it takes some lead time to prepare the pre-course materials prior to the actual conduct of the course. We will notify participants of the exact time, date, and place of the pre-course briefing.

SUBJECT: Program on Creative Management, 19-24 June 1978

5. Once the candidates have been selected for the Program on Creative Management, the Office of Training will contact you to confirm their selection and will contact the participants to provide further details.



STAT

Attachment:
Program on Creative Management

PROGRAM ON CREATIVE MANAGEMENT

Through the use of individual assessment and feedback, instruction based on management theory, and small-group dynamics, the Program on Creative Management is designed to provide the Agency manager with information and experience which will enable him to increase his effectiveness in utilizing his own and others' resources in accomplishing the Agency's mission.

Recognition that each individual has a unique set of capabilities, strengths, and weaknesses is at the core of the program. The program builds on that fact to assist the manager in developing his ability to capitalize on his strengths and improve his weaknesses. The manager can expect to gain insight into the understanding of his own current behaviors, aptitudes, values, and mechanisms for dealing with varying situations. The manager will acquire a knowledge of sound, proven ways of dealing with these situations in order to develop appropriate models for managerial behavior. This includes an understanding of and ability to evaluate the needs and motivations of others. Finally, he will have an opportunity to practice different, more effective behaviors, coupled with feedback on these behaviors, through personal experience of videotaped and peer observation.

The Program on Creative Management does not analyze the manager in a hostile environment nor involve him in hostile interaction. It is not group therapy or sensitivity training. Rather, it is a highly organized, structured learning experience based upon proven research.

Major aspects of the program include examination and practice in the areas of:

- The Leadership Process
- Decision-Making Strategies
- Leadership Styles
- Group Dynamics
- Applied Creativity
- The Role of Feedback in Management
- Goal Setting

Planned self-development based on information gained in the program, coupled with on-the-job application of this learning, is the ultimate objective.